

~~CONFIDENTIAL~~

Chief, Building Maintenance & Utilities Branch

15 January 1961

Acting Chief, Fiscal Branch

Work Orders Nos. 220, 221, and 222

1. Attached are the subject Work Orders, your memoranda of 30 November 1960, 19 December 1960 (two) and 2 January 1961 (two), and twenty dollars (\$20.00) received in connection with the December and January correspondence. Kindly return the copy of this memorandum indicating receipt of the enclosed currency.

2. At the time the question of paying GSA for the installation of hot plates for coffee makers was discussed, it is our recollection that the following informal arrangements were agreed upon:

a. The amount involved would be furnished your office by the requisitioning activity.

b. Your office would issue the covering Work Order to GSA.

c. GSA would bill separately for such items, the bills to be forwarded to your office.

d. Your office would attach the necessary amount to the bill and return it to GSA for appropriate deposit action.

3. Since transactions of this nature fall within a personal category, their handling through the official Agency accounting records would be inadvisable and subject to question by the General Accounting Office. It is strongly recommended that the arrangements listed above be adhered to.

4. The subject Work Orders have been deleted from GSA Voucher No. 3899 and GSA is being advised that payment may be expected from another source. The Work Orders were not obligated prior to release and do not, therefore, appear on the Agency finance records.

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Att(s): as listed in Paragraph 1.

VLB:bme

cc: Accounts

Claims

Comptroller

File-Fiscal

FPS

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